

Standing Rules 2015 -16

PGA PTO

Standing rules will be adopted by the PGA PTO and may be revised as necessary by a vote of officers and notification of PTO members at any time during the school year, with the exception of duties as prescribed by the PTO bylaws. These may only be revised as outlined in the bylaws.

President

Official Duties (per the bylaws):

- The president shall preside over meetings of the PTO (using Robert's Rules of Order as described in bylaws)
- Coordinate with vice president to ensure that PTO agendas are compiled and posted
- Serve as the primary contact for the principal
- Represent the organization at meetings outside PTO
- Serve as an ex officio member of all committees except the nominating committee
- Coordinate the work of all the officers and committees so that the purpose of the organization is served

Standing Rules:

- Meeting will start and end on time.
- President will ensure that space is reserved for next year's PTO meetings by the end of the prior school year.
- President will ensure space is set up for the PTO meeting.
- President will copy agendas for meetings.
- President will communicate with principal before and after every regularly scheduled PTO meeting
- President shall collaborate with VP to compile an agenda for each PTO meeting and email agenda to all members at least one week before the meeting.
- President will ensure that appropriate forms are on file with state and federal agencies to ensure PTO's independent status.
- President, VP, and treasurer will collaborate on budget in August to present budget so it can be presented at September meeting.
- Officers will communicate virtually or in person to prepare for each month's meeting.
- All officers will maintain a notebook of activities and notes for their position to be passed on to next officer in that position.

Suggested timeline for tasks:

- **Summer**
 - Ensure that required paperwork is on file with state and federal agencies
- **August**
 - Represent PTO at parent orientation (or ensure a representative is available to represent PTO).
 - Publish September agenda and publicize to entire school community.
 - Submit application to be a PGA “support organization” with district, so that meeting space is free.
- **September**
 - Elect Fundraising, Communications, and Social/Hospitality Committee
 - Approve budget (presented by treasurer)
 - Review calendar (Fundraising Plan)
 - Plan Fall Festival.
- **February**
 - Elect nominating committee
 - Gather input for Fundraising plan
- **March**
 - Approve next year’s fundraising plan (presented by fundraising committee)
 - Nominating committee present slate for next year’s officers
- **April**
 - Determine next year’s meeting time
 - Vote on next year’s officers
- **May**
 - Year-end reports by treasurer and committees
 - Plan any summer events and orientation
 - Reserve meeting space for next year (with front office)

*Ongoing: Look at budget and fundraising plan to ensure timely discussion of upcoming events and approve necessary expenses.

Vice President

Official Duties (per the bylaws):

- Coordinates with president to ensure that all PTO agendas are compiled and posted as required.
- Serves as the president when the president is absent.
- Ensures that Robert's Rules of Order are followed for all meetings.
- Ensures that PTO bylaws are followed for all PTO actions.

Robert's Rules of Order (as indicated in bylaws)

1. Member addresses president
2. President recognizes member
3. Member states motion, "I move...."
4. Another member seconds the motion
5. President repeats motion and asks for discussion
6. Members discuss motion, ask questions, etc.
7. An amendment may be made to the original motion "I move to amend..."
8. President asks for a second on amendment
9. President asks for discussion on amendment
10. President calls for vote
11. Vote is taken (voice, show of hands)
12. President announces results of vote

Standing Rules:

- President shall collaborate with Vice President to compile an agenda for each PTO
- President, VP, and treasurer will collaborate on budget in August to present budget so it can be presented at September meeting.
- Officers will communicate virtually or in person to prepare for each month's meeting.
- Vice President will serve as PTO liaison to Social Committee to ensure a smoothly running committee and coordination between committee and officers.
- All officers will maintain a notebook of activities and notes for their position to be passed on to next officer in that position.
- Vice president will create and maintain a PTO annual calendar.

Treasurer

Official duties (per the bylaws):

- Receive all funds of the organization.
- Keep an accurate record of all receipts and expenditures.
- Pay out funds in accordance with the approval of the PTO.
- Present a financial statement/treasurer's report (content detailed in bylaws) at every meeting and at other times of the year when requested.
- Make a full financial report at the end of the year.
- Verify and deposit funds after fundraising events per bylaws.
- Provide cash boxes for events per instructions in bylaws.
- Create financial forms per the bylaws.

Standing Rules:

- Treasurer will ensure that monthly financial reports are copied and available for distribution at meetings.
- Treasurer will monitor budget and fundraising plan to ensure timely discussion of events at meeting to approve necessary expenses.
- Treasurer will draft tentative budget (with input from other officers and present at first meeting of the fall for approval.)
- President, VP, and treasurer will collaborate on budget in August to present budget so it can be presented at September meeting.
- Officers will communicate virtually or in person to prepare for each month's meeting.
- Treasurer will serve as PTO liaison to Fundraising Committee to ensure a smoothly running committee and coordination between committee and officers.
- All officers will maintain a notebook of activities and notes for their position to be passed on to next officer in that position.

Secretary

Official Duties (per the bylaws):

- Records PTO minutes.
- Ensures that a PTO distribution list is compiled and sent to membership.

Standing Rules:

- Secretary will create a google doc action-item list for officers and committees, update list during meetings, and share with appropriate members.
- Secretary will send minutes to president after meetings. After review, president will send to membership.
- Officers will communicate virtually or in person to prepare for each month's meeting.
- Secretary will serve as PTO liaison to Communications Committee to ensure a smoothly running committee and coordination between committee and officers.
- All officers will maintain a notebook of activities and notes for their position to be passed on to next officer in that position.

Committees:

Communications

- Elect a chair to coordinate:
 - Meeting times and agendas
 - Communication among members
 - Committee activities
 - Communication with PTO liaison on committee activity
 - Monthly PTO reports
- Ensure PTO meeting dates are published on website and bulletin board.
- Post agendas and approved minutes on website and bulletin board.
- Maintain PGA parent Facebook page, PTO website, and PTO bulletin board.
- Report PTO meetings and events to school secretary for inclusion in newsletter and weekly emails.
- Committee chair will maintain a notebook of activities and notes for their position to be passed on to next chair.

Fundraising:

- Elect a chair to coordinate:
 - Meeting times and agendas

- Communication among members
- Committee activities
- Communication with PTO liaison on committee activity
- Monthly PTO reports
- Ensure at least one member of committee is on any special committee elected to plan fundraising events. (For example, Fall Festival Committee, Art Market Committee, etc.)
- Gather input regarding Fundraising Plan during February PTO meeting.
- Present next year's Fundraising Plan in March.
- Committee chair will maintain a notebook of activities and notes for their position to be passed on to next chair.
- Per the bylaws: "The committee chair(s) shall present a Fundraiser/Event Report within 30 days of a fundraiser and/or event. The report shall include, but is not limited to the following: expenditures, income, profit/loss, if possible a previous years' comparison, and any additional Information as deemed necessary for clarity and explanation."

Social:

- Elect a chair for each PTO Social event to coordinate:
 - Meeting times and agendas
 - Communication among members
 - Committee activities
 - Communication with PTO liaison on committee activity
 - Monthly PTO reports
- Submit ideas for social events to PTO.
- Plan and recruit volunteers for social events. (Current social events planned include Back to School Social, Winter Art Market, and Fall Festival.)
- Set up for refreshments for school events for which PTO provides refreshments. (Currently Orientation, Winter program, and Transition ceremony)
- Committee chair will maintain a notebook of activities and notes for their position to be passed on to next chair.

Fundraiser Payment Protocol

Payment for PGA PTO fundraisers may be made by cash, check, or credit card (as determined by PTO prior to the event).

PTO officers present at the event will ensure that volunteers collecting funds are aware of and follow protocol.

If funds are collected in cash or check, follow cash box procedures, located in the by-laws. Checks should be made to PGA PTO.

If funds are collected by credit card, the protocol below should be followed:

- No credit card data (electronic or hard copy) is stored by PGA PTO. All data is encrypted and stored via a secure 3rd party credit card processor. (For example, PayAnywhere) As such, PGA PTO is unable to transmit cardholder's credit card data in any way, except to send an e-mail receipt to cardholder *at the time of purchase*.
- A PTO officer must be present at events where credit card payments are accepted. PTO officer present will ensure that the volunteer taking the credit card information and/or processing the transaction is properly trained.
- User ID and password information for system access will be shared only by PTO officers. Other volunteers may be trained to collect credit card payments and a sub-account (with limited access) for each specific volunteer may be created as deemed necessary by PTO officers.
- PTO will ensure that the 3rd party credit card processor allows access to enough information for each transaction so that disputed charges do not become a problem or that a refund may be made to the original card within 7 days of purchase.

